

## •MICROPHONE TIPS•

**By Stu Shaffer**

- Be prepared. Know what to say. Plan and practice.
- Test the microphone before anyone comes into the gym or auditorium.
- Project your voice into the microphone as though you were speaking to someone in the far corner.
- Observe the rule of thumb. Hold the microphone near the top; extend your thumb to your chin. That's how far away to hold the microphone.
- Speak slowly.
- Don't scream or cheer directly into the microphone.
- Don't speak over a roaring crowd.
- Turn off the microphone when not in use. Everything you say might be overheard when the microphone is turned on.
- Always point the microphone away from the speakers and try to stay behind the them. This will help avoid feedback.